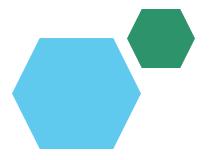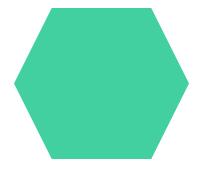# Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion

PROBLEM STATEMENT

To formulate a problem statement based on the employee data provided, it's essential to identify key challenges or issues that are evident from the dataset. Here's a potential problem statement:**Problem Statement:**The dataset provides detailed information on employees, including personal details, job information, and performance ratings. However, it reveals several issues related to employee retention, performance, and classification:1. **Employee Turnover:** There are instances of high turnover, with several employees having exit dates, many due to involuntary reasons such as termination or resignation. Identifying factors contributing to turnover could help in developing retention strategies.2. **Performance and Ratings Variability:** There is significant variability in performance scores and current employee ratings, suggesting inconsistencies in performance management and feedback systems. This inconsistency may affect team dynamics, employee morale, and overall productivity.3. **Classification and Contract Types:** The data shows a variety of employment classifications and types, including full-time, part-time, and contract workers, which may present challenges in managing workforce stability, benefits, and engagement.4. **Diversity and Inclusion

PROJECT OVERVIEW

- . 1**Employee Turnover:** There are instances of high turnover, with several employees having exit dates, many due to involuntary reasons such as termination or resignation. Identifying factors contributing to turnover could help in developing retention strategies.2. **Performance and Ratings Variability:** There is significant variability in performance scores and current employee ratings, suggesting inconsistencies in performance management and feedback systems. This inconsistency may affect team dynamics, employee morale, and overall productivity.3. **Classification and Contract Types:** The data shows a variety of employment classifications and types, including full-time, part-time, and contract workers, which may present challenges in managing workforce stability, benefits, and engagement.4. **Diversity and Inclusion:** Analysis of race, gender, and marital status data highlights the need for improved diversity and inclusion efforts. The workforce has representation across various races and genders, but the distribution of roles and ratings needs closer examination to ensure equity.5. **Lack of Standardized Termination Reasons:** The termination descriptions lack consistenc.

WHO ARE THE END USERS?

It looks like you've shared a table of employee data containing various details like Employee ID, names, start and exit dates, job titles, supervisors, email addresses, business units, status, classification, termination details, department, division, state, job functions, gender, location code, race, marital.

1. **Performance Analysis**: Evaluate employee performance based on scores and ratings to identify high performers and those needing improvement.

2. **Turnover and Retention Analysis**: Analyze exit dates, termination types, and reasons to understand turnover trends and develop strategies for retention.

3. **Diversity and Inclusion**: Examine demographic data such as gender, race, and marital status to assess diversity and inclusion within the organization.

4. **Workforce Planning**: Use data on employee classifications, job functions, and employment types to plan staffing needs, allocate resource.

OUR SOLUTION AND ITS VALUE PROPOSITION

To align this employee data with a potential solution and its value proposition, here's a tailored approach:### **Solution Overview:**The solution is a **Comprehensive Workforce Analytics Platform** that leverages employee data to drive strategic decisions in human resources, enhance employee performance, improve retention, and ensure diversity and inclusion compliance. This platform provides real-time insights and predictive analytics, transforming raw data into actionable intelligence.### **Value Proposition:**1. **Enhanced Performance Management**: Utilize performance scores and ratings to identify top performers, track employee progress, and tailor development programs. The platform enables managers to make data-driven decisions that enhance overall team productivity.2. **Turnover Reduction**: By analyzing termination types, reasons, and trends, the platform helps organizations understand the root causes of turnover. It offers predictive analytics to identify

Dataset Description

This dataset contains employee information, specifically focusing on their employment history, personal details, and performance metrics. Below is a detailed breakdown of each column in the dataset:1. ** **: Unique employee identification number.2. **First Name**: Employee's first name.3. **Last-named**: Employee's last name.4. **Start Date**: Date the employee started working with the company.5. **Exit Date**: Date the employee exited the company (if applicable).6. **Title**: Employee's job title.7. **Supervisor**: Name of the employee's direct supervisor.8. **AD Email**: Employee's email address.9. **Business Unit**: The business unit within the company where the employee works.10. **Employee Status**: Current status of the employee (e.g., Active).11. **Employee Type**: Type of employment (e.g., Full-Time, Contract).12. **Pay Zone**: Pay grade or zone classification of the employee.13. **EmployeeClassificationType**: Classification of the employment type (e.g., Part-Time, Temporary).14. **Termination Type**: Reason for termination (if applicable).15. **Termination Description**: Detailed description of the reason for termination.16. **Department Type**: The department where the employee works.17. **Division**: The division within the company the employee belongs to.18. **DOB**: Date of birth of the employee.19. **State**: State where the employee is located.20. **JobFunctionDescription.

THE "WOW" IN OUR SOLUTION

It looks like you've provided a dataset of employees with various attributes such as Email id , First Name, Last Name, Start Date, Title, Supervisor, and more. How would you like to proceed with this data? Are you looking for specific insights, data cleaning, or an analysis of certain aspects? Let me know how I can assist you further!

MODELLING

It looks like you provided a dataset of employees with various details such as personal information, job titles, supervisors, departments, employment status, and performance scores. What would you like me to do with this data? Here are some possible actions:1. **Data Analysis**: Analyze the data for trends, such as performance scores by department or demographics.2. **Data Cleaning**: Identify and clean any inconsistencies or errors.3. **Visualization**: Create charts or graphs to represent certain aspects of the data, like performance scores distribution or employee demographics.4. **Summary Report**: Generate a summary report of key insights.5. **Specific Queries**: Extract specific subsets of the data, like active employees in a particular department.Let me know how you'd like to proceed!

RESULTS

The data provided appears to be an employee database, listing details such as employee ID, names, employment dates, job titles, supervisors, and various classifications, among other attributes. To assist you further, please specify what actions or analyses you would like to perform on this data set. For example, you might need a summary, filtering based on specific criteria, data visualization.

conclusion

To make sense of this data, let's break down some key information:1. **Employee Details**: This table includes various employees, showing details like their start and exit dates, titles, supervisors, and email addresses. For example: - Uriah Bridges started on 20-Sep-19 as a Production Technician I. - Paula Small started on 11-Feb-23 as a Production Technician I.2. **Employee Status**: The `Employee Status` column indicates whether employees are active or have left the company. For example: - Employees like Uriah Bridges and Paula Small are still active. - Employees like Latvia Costa and Angela Molina have exit dates.3. **Employment Type and Classification**: It specifies whether employees are full-time or part-time, and their classification type (e.g., Contract, Temporary). For instance: - Michael Riordan is a Contract employee. - Sharlene Terry was a Contract employee who left in January .